

**EFFECTIVE**

October 1, 2018.

**Subject(s)**

1. References to ASCAP replaced with MiAIMS.
2. References to CP Express and MAIN removed and replaced with SIGMA.
3. Additional language added to include APS/ACP provider information for warrant rewrites.
4. New item created to provide APS Provider Enrollment instructions.
5. Revised the language for AFC/HFA provider enrollment instructions.
6. Acronym for Homes of the Aged.
7. Supportive Adult Services Section.
8. New email address for Provider Management Unit to [MDHHS-ProviderSupport-Helpdesk@michigan.gov](mailto:MDHHS-ProviderSupport-Helpdesk@michigan.gov).

**1) References to  
ASCAP replaced  
with MiAIMS****ASM 160**

All references to the Adult Services Comprehensive Assessment Program (ASCAP) have been replaced with the new computer system called the Michigan Adult Integrated Management System (MiAIMS).

*Reason:* Implementation of new computer system.

**2) References to  
CP Express and  
MAIN removed and  
replaced with  
SIGMA****ASM 160**

All references to CP Express and MAIN were removed from ASM 160 and replaces with SIGMA.

*Reason:* Implementation of new statewide financial system.

**3) Language added  
to include  
APS/ACP provider  
information for  
warrant rewrites**

**ASM 160**

Warrant Rewrite Actions for APS and ACP Providers:

- Provider information must be kept up to date in Bridges.
- When there is a change of information for APS or ACP providers in Bridges, the Adult Services Worker must complete and submit a DHS-2351X, Bridges Provider Enrollment/Change Request, to the Provider Management Unit at MDHHS-ProviderSupport-Helpdesk@michigan.gov.

***Correcting Invalid Tax ID Numbers for ACP/HFA Providers***

Corrections to the tax ID number associated with a licensed AFC/HFA should be brought to the attention of the Bureau of Community and Health Systems (BCHS). Refer AFC/HFA providers to the BCHS Hotline at 866-685-0006 or the licensing consultant assigned to the facility.

Providers must correct their tax ID number online in SIGMA at [www.michigan.gov/SIGMAVSS](http://www.michigan.gov/SIGMAVSS).

***Correcting Invalid Tax ID Numbers for Adult Protective Services Providers***

Corrections to an invalid tax ID number for APS providers must be updated in Bridges. The provider must supply the ASW with written verification of the correct social security or federal tax ID number along with a copy of their social security card. The adult services worker must complete and submit a new DHS-2351X to Provider Management at MDHHS-ProviderSupport-Helpdesk@michigan.gov. The ASW must also include the copy of the social security card.

**Note:** Warrants not issued due to an invalid tax ID number are suspended and **do not require a warrant rewrite**. Once the tax ID number is corrected, warrants will be processed.

**4) New item  
created to provide  
APS Provider  
Enrollment  
Instructions**

**ASM 221**

To receive payment for services rendered, **all** Adult Protective Services (APS) providers **must** register as a vendor with the state of Michigan in the Statewide Integrated Governmental Management Application (SIGMA). SIGMA will assign the provider a SIGMA Vendor Code.

Additionally, all APS providers **must** be enrolled in Bridges and assigned a seven digit provider ID number. The ID number is used when authorizing a payment to the provider in MiAIMS.

**Registration in SIGMA must occur prior to enrolling in Bridges.**

**Note:** Occasionally, APS providers will also provide home help services. HH providers are enrolled in CHAMPS. If a HH provider is also providing APS, the provider must be registered in SIGMA and enrolled in Bridges. These dual providers will have both CHAMPS and Bridges ID numbers.

***Provider Registration in SIGMA***

If an APS provider needs to register in SIGMA, refer them to the website at [www.michigan.gov/SIGMAVSS](http://www.michigan.gov/SIGMAVSS). If the provider requires additional assistance with registration, refer them to the SIGMA Vendor Customer Support Center at 888-734-9749. The provider will be required to submit a W-9, Request for Taxpayer Identification Number and Certification form.

Once the provider has successfully registered in SIGMA, they will receive a confirmation email that will include their SIGMA Vendor Code. The adult services worker **will need to** obtain the vendor code from the provider **before** submitting a request for the provider to be enrolled in Bridges.

***Provider Enrollment in Bridges***

To request an APS provider enrollment in Bridges, the adult services worker must do the following:

- Complete the DHS-2351X, Bridges Provider Enrollment/Change Request. Include the provider's SIGMA vendor code and the SIGMA address ID on the form. The address ID for adult services providers is 39Y. Select Adult Protective Services for the service type. **The vendor code must be entered in Bridges or the payment will not process.**
- Forward the completed DHS-2351X to the Provider Management Unit at MDHHS-ProviderSupport-Helpdesk@michigan.gov. After the provider has been enrolled, Provider Management will email the seven digit provider ID number to the adult services worker.
- Search the Bridges provider ID number in MiAIMS for payment authorizations.

The information entered in SIGMA by the provider must match the information entered in Bridges or release of payments may be impacted.

***Changes to Provider Enrollment Information***

If the provider information changes and needs to be updated in Bridges, the adult services worker must complete a new DHS-2351X.

*Reason:* Clarification of enrollment and registration process.

**5) Revised the language for AFC/HFA provider enrollment instructions**

**ASM 065**

Revised language in this item to match language used in ASM 221.

*Reason:* Clarification of enrollment and registration process.

**6) Acronym for  
Homes of the Aged****ASM 160, ASM 065, ASM 075**

The acronym for Homes for the Aged has been changed from HA to HFA.

*Reason:* Correction per LARA.

**7) Supportive  
Adult Services  
Section****ASM 065, ASM 075**

The name of the Adult Services Policy Unit has been changed to the Supportive Adult Services Section. The policy email box for this section continues to be MDHHS-Adult-Services-Policy@michigan.gov.

*Reason:* Name change for Adult Services Policy unit.

**8) New email  
address for  
Provider  
Management Unit****ASM 160, ASM 221, ASM 065**

The new email address for the Provider Management Unit is MDHHS-ProviderSupport-Helpdesk@michigan.gov.

*Reason:* New email address.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Added Items ...**

[ASM 221](#)

**Changed Items ...**

[ASM 065](#)

[ASM 075](#)

[ASM 160](#)